	EF	ο Λ	United States Environmental Protection Agency Washington, DC 20460					Work Assignment Number 4 – 37			
	Сг	A		Work A	ssignment		Other Amendment Number:				
Contract Number Contract Period 09/01/2015 To 06/30/2020								Title of Work Assign	ment/SF Site Nam	e	
EP-C-1	5-02	2	Bas	e	Option Period Nu	mber 4		Emergency P	reparedness	3	
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		(Signa			(Date)	FA	X Number:			
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WORK ASSIGNMENT (WA) PERFORMANCE WORK STATEMENT (PWS)

Contract: Cadmus EP-C-15-022 Work Assignment: WA 4-37

Period of Performance: July 1, 2019 to June 30, 2020

Title: Emergency Preparedness, Response and Recovery

LOE: 1,000 hours

PWS Sections: 2.2, 2.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.6

Work Assignment Contracting Officer's Representative (WACOR):

Name: Brian Pickard

Branch: Security Assistance Branch
Division: Water Security Division

Office: Office of Water Phone: 202-564-0827 FAX: 202-566-0055

E-mail: Pickard.Brian@epa.gov

Mail code: 4608T

Street Address: 1200 Pennsylvania Ave., NW City, State, Zip: Washington, DC 20460

Alternate WACOR:

Name: Kevin Tingley

Branch: Security Assistance Branch
Division: Water Security Division

Office: Office of Water Phone: 202-564-4619 FAX: 202-566-0055

E-mail: Tingley.Kevin@epa.gov

Mail code: 4608T

Street Address: 1200 Pennsylvania Ave., NW City, State, Zip: Washington, DC 20460

I. PURPOSE:

The purpose of this work assignment is to augment the Environmental Protection Agency's (EPA's) efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents. Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its effort to: enhance and promote national emergency preparedness, disaster response, and mutual aid and

assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises:
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or manmade incident.

III. QUALITY ASSURANCE:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

Along with Task 0, Work Plan, Progress Evaluations, and Monthly Progress Reports, there are five tasks described in this work assignment. All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate EPA review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan (WP) that describes how each task will be carried out. The WP shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the WP shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the WP shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring.

<u>Deliverables:</u> Work plan and monthly progress and financial reports.

Task 1: Emergency Response Team Communications

The contractor shall provide support for the implementation of the Emergency Response (ER) Team Communications Strategy. Specific tasks associated with this activity, as directed by the WACOR, include:

- 1. Bi-weekly meetings with contractor and WACOR to track communications strategy and activity progress
- 2. Periodic collection of key metrics to track progress and overall Communications Strategy effectiveness

Meeting and metric information shall be consolidated quarterly (every 3 months) into short, concise summary reports (starting with first report due on September 30, 2019). The ER Team and Division-level communication activities (tasked to Cadmus under a different work assignment) shall be aligned to eliminate redundancy and maximize effectiveness. No travel is expected for this task.

Task 2: State Emergency Response Exercises for the Water Sector

The contractor shall continue to support the development of the tabletop exercise in West Virginia and Kentucky that will test the ability of water sector emergency response stakeholders to provide coordinated response to a major disaster affecting the water sector. Planning for these exercises began during the previous option period (option period 3), and the exercises are planned for May 2018 (West Virginia) and Summer (Kentucky) 2019.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN

networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

For these tabletop exercises, the contractor shall perform the following activities and develop the associated deliverables, as directed:

- 1. Work with EPA to identify Exercise Design Team members
- 2. Develop background materials for review by the Exercise Design Team
- 3. Provide guidance to the Exercise Design Team on exercise options
- 4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
 - a. Deliverable: meeting notes for Exercise Design Team calls
- 5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
 - a. Deliverable: Situation Manual for State Exercise
 - b. Deliverable: Exercise Fact Sheet
- 6. Facilitate the exercises and conduct the Hot Washes
- 7. Develop After Action Reports for exercise participants
 - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that the West Virginia TTX will have been conducted in previous period of performance (May 2019); therefore, no travel will be required under this work assignment for West Virginia. The Kentucky TTX will require one trip for up to two (2) contractor staff lasting up to three days.

Exercise Follow-up

The contractor shall also provide support, as needed, to each of the three state planning teams. Support could include the following:

- 1. Convening the Exercise Design Team for a "where are we now" meeting
 - a. Deliverable: Meeting notes for Exercise Design Team meeting.
- 2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them.
- 3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.
- 4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water sector-specific Damage Assessment forms.

5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms.

Task 3: Earthquake Resilience

The contractor shall provide support for routine maintenance and updates to the new Earthquake GeoPlatform, developed under the previous period of performance. For updates, the contractor should assume addition of up to one GIS layer, to be determined at a later date, and addition of up to three successful earthquake resilience projects as new "dots" on the existing Earthquake GeoPlatform map. Information on the projects will be developed by EPA and provided to the contractor for addition to the GeoPlatform. The contractor shall ensure compliance with Geoplatform metadata standards and publication procedures.

No travel is expected for this task.

Task 4: Drought Response and Recovery

The contractor shall continue to assist EPA in video documentation of two (2) drought case study utilities, which shall be added to the Drought Case Study GeoPlatform website and shall follow the same format. Once completed, these two case study videos shall be added to the GeoPlatform (another "dot" on the map) to keep the site current.

The contractor shall also provide support for routine maintenance to the Drought Case Study GeoPlatform website, as directed by the EPA WACOR. This maintenance may include adding additional Drought narratives under the "Tell Your Drought Story" tab of the Drought GeoPlatform. Information on the projects will be developed by EPA and provided to the contractor for addition to the GeoPlatform. The contractor shall ensure compliance with GeoPlatform metadata standards and publication procedures.

No travel is anticipated for this task.

V. SCHEDULE/DELIVERABLES TABLE

Task	Deliverable	Quantity	Due Date
0	Work plan	1	Per contract
			requirements
0	Monthly progress	12	Per contract
	and financial reports		requirements
1	Quarterly ER Team	4	First report due Sep
	Communications		30, 2019, then
	Summary Reports		quarterly afterwards
2	Meeting notes for	Up to 3-6 per	NLT one week after
	State Exercise	exercise	meeting date

	Design Team calls (includes improvement planning calls after exercise)		
2	Situation Manual for State Exercise	1 per exercise	NLT 45 days after initial Design team call
2	Exercise Fact Sheet	1 per exercise	NLT 45 days after initial Design team call
2	Exercise After Action Report	1 per exercise	NLT 30 days after completion of exercise
3	Earthquake GeoPlatform updates	1	December 2019, or as established by written technical direction
4	Drought GeoPlatform updates	1	December 2019, or as established by written technical direction

VI. REPORTING REQUIREMENTS

All reporting shall be submitted in accordance with the terms of the contract. This includes, but is not limited to, the following:

Monthly Progress Reports (including a progress evaluation discussion) Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and may require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

IX. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

X. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

XI. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format: MS Word, 8.0 or higher (Office 2007 or higher)

Preferred presentation format: Power Point, Office 2007 or higher Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

XII. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

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	L	A		Work A	ssignment			Other	X Amenda	nent Number:		
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Comm	ents:							•				
	The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA $4-37$ is to add additional emergency response training exercises for the Water Sector.											
	Super	fund		Acco	ounting and Appro	priations Data	a			X	Non-Superfund	
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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (D	ollars) (C	ents)	Site/Project (Max 8)	Cost Org/Code	
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AMENDED WORK ASSIGNMENT (WA) PERFORMANCE WORK STATEMENT (PWS)

Contract: Cadmus EP-C-15-022 Work Assignment: WA 4-37

Period of Performance: July 1, 2019 to June 30, 2020

Title: Emergency Preparedness, Response and Recovery

Amended to include new activities under Task 2 and add new Task 5 Additional LOE: Additional 1,240 hours for Tasks 0, 2 and 5 Total LOE: 2,240 hours (original 1,000 and amended 1,240)

PWS Sections: 2.2, 2.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.6

Work Assignment Contracting Officer's Representative (WACOR):

Name: Brian Pickard

Branch: Security Assistance Branch
Division: Water Security Division

Office: Office of Water Phone: 202-564-0827 FAX: 202-566-0055

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Name: Kevin Tingley

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E-mail: Tingley.Kevin@epa.gov

Mail code: 4608T

Street Address: 1200 Pennsylvania Ave., NW

City, State, Zip: Washington, DC 20460

I. PURPOSE:

The purpose of this amendment is to add additional emergency response training exercises for the Water Sector. The additional tasking in this amendment falls within the original purpose of this performance work statement (PWS), which is to reduce risk and increase resilience from all hazards within the Water Sector. In addition to the original tasks in this PWS, the contractor shall be expected to do the following under this amendment:

- Support the development of one additional tabletop exercise that will test the ability of water sector emergency response stakeholders to provide coordinated response to a major disaster affecting the water sector; and
- Support the development of a 'functional exercise', a more action-based exercise where
 participants are led though a facilitated process that tests existing plans, protocols and
 procedures.

The purpose of this work assignment is to augment the Environmental Protection Agency's (EPA's) efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents. Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its effort to: enhance and promote national emergency preparedness, disaster response, and mutual aid and assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and

long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

II. BACKGROUND:

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EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or manmade incident.

III. QUALITY ASSURANCE:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

Along with Task 0, Work Plan, Progress Evaluations, and Monthly Progress Reports, there are five tasks described in this work assignment. All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate EPA review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a revised work plan that describes how the additional activities under Task 2 and new activities under Task 5 will be carried out. The contractor shall develop a work plan (WP) that describes how each task will be carried out. The WP shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the WP shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the WP shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Emergency Response Team Communications

No change.

Task 2: State Emergency Response Exercises for the Water Sector

The contractor shall continue to support the development of the tabletop exercise in West Virginia and Kentucky that will test the ability of water sector emergency response stakeholders to provide coordinated response to a major disaster affecting the water sector. Planning for these exercises began during the previous option period (option period 3), and the exercises are planned for May 2018 (West

Virginia) and Summer (Kentucky) 2019.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

For these tabletop exercises, the contractor shall perform the following activities and develop the associated deliverables, as directed:

- 1. Work with EPA to identify Exercise Design Team members
- 2. Develop background materials for review by the Exercise Design Team
- 3. Provide guidance to the Exercise Design Team on exercise options
- 4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
 - a. Deliverable: meeting notes for Exercise Design Team calls
- 5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
 - a. Deliverable: Situation Manual for State Exercise
 - b. Deliverable: Exercise Fact Sheet
- 6. Facilitate the exercises and conduct the Hot Washes
- 7. Develop After Action Reports for exercise participants
 - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that the West Virginia TTX will have been conducted in previous period of performance (May 2019); therefore, no travel will be required under this work assignment for West Virginia. The Kentucky TTX will require one trip for up to two (2) contractor staff lasting up to three days.

The contractor shall also support the development of one additional tabletop exercises that will test the ability of water sector emergency response stakeholders to provide coordinated response to a major disaster affecting the water sector. All the activities described in this task for the West Virginia and Kentucky TTXs would be done for this TTX. The location is TBD.

Travel will be required to conduct this TTX. While the location is TBD, the contractor should assume one trip to Oregon for two contractors for two days.

Exercise Follow-up

The contractor shall also provide support, as needed, to each of the three state planning teams. Support could include the following:

- 1. Convening the Exercise Design Team for a "where are we now" meeting
 - a. Deliverable: Meeting notes for Exercise Design Team meeting.
- 2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them.
- 3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.
- 4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water sector-specific Damage Assessment forms.
- 5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms.

Task 3: Earthquake Resilience

No change.

Task 4: Drought Response and Recovery

No change.

Task 5: State Functional Exercise

Although exploration of issues through a facilitated discussion can be enormously helpful, states and the Water Sector can also benefit from participating in a 'functional exercise', a more action-based event. In a functional exercise, participants are led though a facilitated process that tests existing plans, protocols and procedures. It is not enough for participants to say what they would do; they are required to actually take the action, whether it is to make contact with a representative of another agency, collect information on utility operating status, draft a public notice, use a request tracking database, or any one of a number of other activities.

By participating in a functional exercise, participants will discover whether they are truly prepared to conduct response activities, or if there are gaps in plans, resources, or understanding that could be addressed through improvement planning.

Exercise Planning Team Discussions

To assist in guiding the project, the contractor will help EPA set up and manage an Exercise Planning Team (EPT). This EPT, composed of 5-7 members, will work together to determine the overall objectives for the exercise, choose a date and venue, develop a scenario consistent with the objectives, and perform other activities as needed to plan the exercise. Members of the EPT could include State Emergency Managers, State Primacy Agencies, State WARN, water associations, EPA HQ and Regional staff, water/wastewater utility owners/operators, and others. The contractor will facilitate a number of meetings and calls with the EPT, including a kick-off meeting, an Initial Planning

Conference, a Mid-term Planning Conference, and periodic hour-long conference calls. The contractor will draft notes from these meetings giving particular attention to decisions made and follow-up actions.

Travel may be required for one onsite planning meeting in the state selected with the EPT. The contractor should assume one trip to Nebraska for two contractors over two days for this task.

Development of Exercise Materials

The contractor shall help EPA to develop exercise materials. These will include an exercise flyer, an invitation, support to a registration website developed by EPA, a list of exercise injects, a Situation Manual/Participant Guide, and an After Action Report (AAR). The contractor should assume an average of two rounds of comment for each deliverable; one by the COR, and a second by members of the EPT.

Conduct Exercise

The contractor will lead and facilitate a functional exercise consisting of approximately 50-75 representatives of various water stakeholder organizations. Exercise facilitation could include plenary as well as breakout sessions, use of computers, telephones and other pieces of IT equipment, and group report-outs, as appropriate depending on the final objectives and the wishes of the EPT. The contractor should not anticipate the need for exercise participants to go off-site during the exercise. The exercise should be planned so that it is completed within one regular working day (maximum of 10 hours). The location is TBD, California (tentative).

Travel will be required to conduct the State Functional Exercise. The contractor should assume one trip to California for two contractors over three days for this task.

<u>Improvement Planning</u>

Within 2 months of the finalization of the AAR the contractor will facilitate a teleconference discussion with the EPT on improvement recommendations from the AAR. EPT members will be encouraged to complete an action planning matrix with details on 4-10 prospective initiatives.

V. SCHEDULE/DELIVERABLES TABLE

Task	Deliverable	Quantity	Due Date						
0	No change.	No change.							
1	No change.	No change.							
2	Meeting notes for	Up to 3-6 per	NLT one week after						
	State Exercise	exercise	meeting date						
	Design Team calls								
	(includes								
	improvement								
	planning calls after								
	exercise)								

2	Situation Manual for State Exercise	1 per exercise	NLT 45 days after initial Design team call
2	Exercise Fact Sheet	1 per exercise	NLT 45 days after initial Design team call
2	Exercise After Action Report	1 per exercise	NLT 30 days after completion of exercise
3	No change		
4	No change.		
5	Meeting notes for State Functional Exercise Design Team calls (includes improvement planning calls after exercise)	3-4 per exercise	NLT one week after meeting date
5	Situation Manual for State Functional Exercise	1 per exercise	NLT 45 days after initial Design team call
5	Functional Exercise Flyer	1 per exercise	NLT 45 days after initial Design team call
5	Functional Exercise After Action Report	1 per exercise	NLT 30 days after completion of exercise

VI. REPORTING REQUIREMENTS

All reporting shall be submitted in accordance with the terms of the contract. This includes, but is not limited to, the following:

Monthly Progress Reports (including a progress evaluation discussion) Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and may require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

IX. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

X. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

XI. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format: MS Word, 8.0 or higher (Office 2007 or higher)

Preferred presentation format: Power Point, Office 2007 or higher Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

XII. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA	United	United States Environmental Protection Agency Washington, DC 20460					Work Assignment Number 4-39			
LIA		Work As	ssignment			Other Amendment Number:				
Contract Number	Con	2020	Title of Work Assignr	ment/SF Site Nam	e					
EP-C-15-022	Base	Э	Option Period Nu	mber 4		Needs Survey	7			
Contractor Specify Section and paragraph of Contract SOW										
Cadmus Group LLC, The 3.1.1										
Purpose: X Work Ass	ignment		Work Assignment 0	Close-Out		Period of Performan	ce			
Work Ass	ignment Amendment		Incremental Fundin	g						
Work Pla	n Approval		_			From 07/01/	2019 To 06	/30/2020		
Comments:	, фристан									
Superfund		Acco	ounting and Appro	priations Data	a		Х	Non-Superfund		
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DCN Budget/FY (Max 6) (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (E	Pollars) (Cents)	Site/Project (Max 8)	Cost Org/Code		
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Work Assignment Manager Name	Robert Bar	Les			Bra	inch/Mail Code:				
					Pho	one Number: 202-	564-3814			
(Sign	eature)		(Date)	FAX	X Number:				
Project Officer Name Nancy	Parrotta				Bra	ınch/Mail Code:				
					Pho	one Number: 202-	564-5260			
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PERFORMANCE WORK STATEMENT Work Assignment #4-39 EP-C-15-022 Performance Period 7/1/19-6/30/20

I. ADMINISTRATIVE

A. Title: Support for the Drinking Water Infrastructure Needs Survey (Conducted under Section 6.1 "Surveys & Information Collection" of Performance Work Statement. Estimated LOE - 13,570 hours)

B. Work Assignment Contract Officer's Representative (WACOR):

Robert Barles
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave, NW (MC:4606M)
Washington, DC 20460
202-564-3814
202-564-3757 (fax)

Alternate WACOR:

Nick Chamberlain Office of Ground Water and Drinking Water (OGWDW) 1200 Pennsylvania Ave, NW (MC: 4606M) Washington, DC 20460 202-564-1871 202-564-3756 (fax)

- C. Quality Assurance: As part of both Task 1, Task 2 and Task 4 support, specific procedures for the collection, use and analysis of primary and secondary data and measures to assure the quality will need to be described in detail in a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) to be completed under Task 0 of this WA. The new SQAPP will be based on the one previously developed under Task 0 of WA 3-39 but modified to reflect the decisions for an expanded Drinking Water Infrastructure Needs Survey (DWINS, or "Needs Survey") that will now be conducted in the field in 2020. The expanded effort will now include: surveying infrastructure needs of small water systems and American Indian and Alaska Native Village (AI/ANV) water systems; conducting a national assessment of lead service lines (LSLs) replacement costs; gathering information on iron and steel infrastructure assets; and operator workforce needs. The SQAPP shall be consistent with the Agency's quality assurance (QA) requirements and serve to append the Contract Level Quality Assurance Project Plan (QAPP). The project specific quality assurance requirements of the SQAPP must be addressed in the monthly progress reports as specified under Task 0, below.
- **D. Background:** The purpose of this Work Assignment (WA) is to continue the support being done under the previous WA3-39 (through June 30, 2019) for the design, material development and stakeholder coordination in preparation for the national Drinking Water Infrastructure Needs Survey (DWINS, or "Needs Survey") and for conducting the first half of the actual surveying effort in the field through to June 30, 2020.

A critical element of the National Drinking Water Program is the oversight of the Drinking Water State Revolving Fund (DWSRF) authorized by Congress to help capitalize state revolving fund programs to provide loans and grants to the Nation's drinking water systems to assist them in addressing their infrastructure investment needs. A key activity conducted by the Office of Ground Water and Drinking Water (OGWDW) in support of the DWSRF program is the conduct of a large survey to determine the infrastructure investment needs of the Nation's drinking

water systems. The quadrennial DWINS not only results in a report to the U.S. Congress on the needs for infrastructure investment in the drinking water industry but also provides the basis for the allotment of the annual DWSRF grants to the States based on their relative investment needs.

II. OBJECTIVE

Under this work assignment, the contractor shall (1) continue to provide the support provided under the previous WA3-39 for the design, material development and stakeholder coordination in preparation for the Needs Survey effort and (2) provide support in 2020 for the actual surveying field effort through the end of this WA4-39 (June 30, 2020).

Since the completion of the entire Needs Survey will continue through 2021, the WACOR will direct the contractor on closing out this WA, by June 30, 2020, in the best manner possible to facilitate continuation of the effort into the subsequent option year efforts.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan Submission.

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

For both the efforts under Task 1 and Task 2, the contractor shall develop a new SQAPP that describes the procedures for the collection, use and analysis of data in this work assignment will be undertaken in accordance with EPA quality assurance policies and requirements and the surveying policies and benchmarks established in partnership with the states and industry. The new SQAPP will be based on the previous SQAPP completed under WA 3-39.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Project Officer (PO) and WACOR if any changes to the tasks involving the collection and analysis of the data occur. With OMB approval of the ICR (as describe in Task 2), the contractor shall provide an updated SQAPP to reflect any changes to the final approved surveying methods.

Deliverables: Meeting notes and analysis Work plan, Supplemental Project Specific Quality Assurance Project Plan, monthly progress and financial reports.

Task 1: Support for the Development of the Design for the Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)

As a continuation of support under Task 1 of the previous Cadmus WA 3-39, the contractor shall continue to assist the Environmental Protection Agency (EPA) in undertaking the final design of the DWINS. It is assumed all major design aspects will have been previously decided during the previous WA3-39 including the inclusion of: the infrastructure needs of small water systems and AI/ANV water systems; the national costs of LSL removal and replacement; information on iron and steel infrastructure assets; and operator workforce needs. Also, it is to be assumed that a draft Information Collection Request (ICR) has been developed during the previous WA3-39 and subjected to at least an initial EPA review. Finally, it will be assumed that a national meeting with representative states, with contractor support as requesting under Subtask 1.2 of the previous WA 3-39, will have been completed.

The purpose of this Task under WA4-39 is generally to provide support for follow-up to the efforts completed under Task 1 of the previous WA3-39 including:

Subtask 1.1: Conference Call Support. The contractor shall assist EPA in conducting four (4) to seven (7) conference calls with either EPA management team or the Regional/State coordinators to discuss and resolve any further issues arising during either the preparation or conducting of the surveying effort. The contractor shall provide one (1) technical expert to serve as the conference call facilitator as well as one (1) staff person to provide note-taking services during the conference calls. For planning purposes, it is anticipated that each conference call will be approximately two (2) hours in duration.

Deliverables: Meeting notes and analysis

<u>Sub-Task 1.2: Support for EPA Decision on Final Survey Design.</u> As noted, it is assumed that most of the design of the Needs Survey will have been accomplished during the previous WA3-39. The support requested here will be to assist EPA in making any necessary changes to the Survey's design based on EPA review or response to state input.

Deliverables: A new draft of the ICR and other relevant Survey materials (e.g. draft questionnaire)

Sub-Task 1.4: Analysis of Needed Changes to Survey Data Base Architecture and Procedures. The starting point for managing the incoming field survey data and analysis will be the assumption of using the same data base architecture used with the 2015 effort, updated to comply with of the Agency's Federal Information Technology Reform Act (FITARA) policies and efforts. However, the contractor shall undertake a review of the new Survey's design, methods and procedures to determine if there will be any need to change the current data base architecture or procedures from a user's prospective and opportunities to employ existing enterprise licensed tools that EPA currently holds for possible improved costeffectiveness and efficiencies. Furthermore, the contractor shall maintain a minimum level of IT expertise of the data base to provide any program/data user input requested by EPA's IT offices involved in the hosting and maintenance of the data base particularly the Office of Water's Information Management Officers (IMOs) and the Office of Environmental Information (OEI).

Deliverables: IT analysis paper of needed changes, if any, to existing data base.

Task 2: Preparation for Initiating the Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)

Based on EPA final design decisions resulting from support under Task 1, the contractor shall assist EPA in preparing to undertake the DWINS.

Subtask 2.1: Support to Establish the Sample Frame and Statistical Sample.

The contractor shall develop the sample frame and determined the statistical sample for the survey based on EPA's final design decisions resulting from support under Task 1.

Deliverables: Description of final sample frame.

Subtask 2.2: Development of survey questionnaire and supporting documentation. The contractor shall develop the survey questionnaire in a manner like that done for the 2015 Survey but including the necessary modifications resulting from EPA's final survey design decisions resulting from support under Task 1.

Deliverables: Draft and final Survey questionnaire and supporting documentation.

Subtask 2.3: Support for expert peer review of survey design, materials and approach. The contactor shall develop a package of documents including the Survey's methodology, questionnaire and support documentation, and training materials to be submitted by the WACOR to an Agency peer review process. The contractor shall provide support to the WACOR in responding to any issues or questions raised by the peer review process. For budget planning purposes, the contractor shall assume a similar effort as that done for the 2015 Survey.

Deliverables: A package of documents including the Survey's methodology, questionnaire and support documentation, and training materials for submission to EPA peer review process

Subtask 2.4: Support for the preparation and defense of the Information Collection Rule (ICR) submittal for OMB approval. As noted above, it is assumed that an initial draft of the ICR will have been developed and submitted to initial EPA review during the time of the previous WA3-39. Under this task of WA 4-39, the contractor shall assist EPA during OMB's review of the ICR and assist in making any needed changes resulting from the review. supporting materials for OMB review and approval. For budget planning purposes, the contractor shall assume a similar effort as that done for the 2015 Survey.

Deliverables: Second draft and then final ICR

Task 3: Training for the Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)

Based on EPA final design decisions resulting from support under Tasks 1 and Task 2, the contractor shall assist EPA in undertaking the development of

training materials and the arranging and conducting of both pre-surveying and mid-way survey training sessions. For planning and budget purposes, the contractor shall assume a similar approach and scale of effort as done for the 2015 Survey. However, the contractor shall also plan and budget for training to support (a) a survey of small water systems, similar to the 2007 Survey effort; and (b) a survey of AI/ANV water systems, similar to the 2011 effort.

Subtask 3.1: Final preparation and delivery of training materials for presurveying training of Survey Coordinators. Based on WACOR's review and comments on provided mock up, prepare final training packages, the contractor shall arrange 2-day training sessions in each of the EPA regional offices in Philadelphia, Atlanta, Chicago, Dallas and San Francisco. Plans for the training sessions will include training of EPA, contractual or other personnel that will be undertaking the small water systems and the AI/ANV water systems. As done for the 2015 Survey training sessions, the contractor shall prepare a summary report after each training session on issues raised at the meeting and any need to adjust the training approach or materials. It is anticipated that the total contractual cost for supporting these meetings will fall below the \$20,000 trigger for a Form 5170 submission.

Deliverables: Reports on each training session

Subtask 3.2: Logistical Support for EPA/State Coordinators Meeting Subtask. The contractor shall provide logistical support for the conduct of one (1) EPA/State workshop with Survey Coordinators. The workshop shall be conducted in the Spring of 2020 prior to the end of this WA3-39 on June 30, 2020. The workshop shall include time for dialogue on issues arising from early implementation of the field data collection effort by the states and Regions. However, the primary purpose of the meeting is providing states with additional training on the process, policies and benchmarks for the survey's acceptance of submitted projects and supporting documentation. The session will focus on the first few submissions from each state to identify problems and possible resolutions with state submissions; the type of training will be referred to as "first few training" (see Sub-Task 3.3 below).

For planning purposed, EPA anticipates that the workshop will be held in Denver, Colorado with no more than 40 state participants and no more than five EPA or contractor participants. Logistical support for this subtask shall include: (a) venue selection, (b) agenda preparation, (c) facilitation support, (d) technical expert support; and (e) note taking support. For cost control, the meeting shall be held at EPA Region 8 facilities.

It is anticipated that the total contractual cost for supporting the meeting will fall below the \$20,000 trigger for a Form 5170 submission. If additional EPA or contractor attendees, as approved by WAM, cause the anticipated costs to possible exceed the \$20,000 threshold, the contractor shall alert the WACOR immediately and at the direction of the WACOR support: estimating the cost of the conference; completing Form 5170 for pre-meeting submission and approval; and providing post-meeting actual cost inputs for completion of the Form 5170 process. While currently the meeting costs are not anticipated to exceed the 5170 cost threshold, for

budget purposes, the contractor shall include the cost of supporting the WAM in a Form 5170 exercise for the planned Coordinators' meeting.

Deliverables: Report from Meeting; Form 5170 drafts (tentative)

Sub-Task 3.3: Support for Additional Training of Selected States. Because of state travel restraints or restrictions, some states will not have been in attendance for either the "pre-surveying training" session supported under Sub-Task 3.1 or the "mid-survey training" session under Sub-task 3.2. At the WACOR direction, the contractor shall provide either or both types of training to an individual state within the timeframe of this WA 3-39 (i.e., prior to June 30, 2020). For budgeting purposes, the contractor shall assume three of these training like the 2-day effort supported under Sub-Task 3.1 in the state capitals of Michigan, Georgia and Massachusetts. It is anticipated that the total contractual cost for supporting the meeting will fall below the \$20,000 trigger for a Form 5170 submission.

Deliverables: Reports on each training session

Task 4: Support for the Field Data Collection for the Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)

Under this Task, the contractor will be both (a) directly conducting surveys of water systems and (b) reviewing the survey submittals from states and EPA Regional Office. For all surveying and review efforts, the contractor will assure that identified infrastructure projects meet the Survey's acceptance criteria as investment needs according to EPA polices and benchmarks established as part of the efforts under Task 1 and 2.

The contractor shall employ the web-based tracking system used in the 2015 Survey effort and provide a bi-weekly update, like that done with the 2015 Survey, to the WACOR indicating for each state/Region: the percent (%) of systems reported in; number of projects submitted; rejection rate; and time used for review and technical assistance. The weekly report will identify emerging issues regarding either: progress in field data collection by each State; atypical time use for review and technical assistance; or potential policy issues that require EPA's attention and resolution.

The contractor shall provide technical assistance to states, EPA Regions and other surveyors in the form of phone calls or e-mails to assist them in determining what information or supporting documentation is needed to make a rejected project acceptable for inclusion in the Survey. For budget estimating purposes, the contractor shall assume, on average, three communications with each state and EPA Region, each session lasting one (1) hour each. The contractor shall provide at least a mid-level analyst (P3) for these consultations with a state or Region.

Sub-task 4.1: Support to Review Survey Submissions from States, Regional Offices and Others (e.g., Navajo Nation). The number of submissions will depend on the Survey design finalized under Task 1 and Task 2. For budgeting purposes, the contractor will assume 2800 medium and large systems will be sampled with another 320 AI/ANV systems. However, it shall also be assumed that less than one-four of these systems (700 large and

medium systems and 80 AI/ANV) will be surveyed during the time of this WA4-39.

Deliverables: Weekly progress reports

Sub-task 4.2: Support to Directly Survey Small Water Systems infrastructure investment needs. The number of small systems to be directly surveyed will depend on the Survey design finalized under Task 1 and Task 2. For budgeting purposes, the contractor will assume 650 small water systems will be surveyed, but less than one-third (200 systems) will be surveyed during the time of this WA4-39. To the extent possible, the sampled systems should be clustered in a manner to both (a) over-sample areas with likely high numbers of LSLs and (b) to optimize travel times by surveyors.

Deliverables: Weekly progress reports

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA							
Task 0: Work	Plan Submission								
	Work plan, budget, and QA supplemental	According to Contract							
	Progress and financial reports	Monthly							
	ort for the Development of the Design for the Drin re Needs Survey (DWINS)	king Water							
	Conference call notes	1 week post- call							
	Revised ICR and supporting materials	August 2019							
	Analysis paper on needed changes to data base architecture and procedures	September 2019							
Task 2: Preparation for Needs Survey									
	Survey questionnaire and supporting materials	September 2019							
	Package for peer review process	September 2019							
	OMB-Based Revised ICR	October 2019							
Task 3: Trai:	ning Survey Coordinators								
	Conduct pre-surveying training sessions	October to December 2019							
	Summary report from each pre-surveying training session including issue each state was having and resolution	2 weeks after each session							
	Schedule of all "first few training sessions" for selected states	April 2020							
	EPA/State Surveyors Meeting - "First Few"	May 2020							
	Summary report from each first-few training session including issue each state was having and resolution	2 weeks after each session							
Task 4: Surv	Task 4: Survey Submission Reviews								

Initiate weekly reports to EPA	Initiate May
	2020

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format:

MS Word, 8.0 or higher (Office

2003 or higher)

Preferred portable format:

Preferred presentation format: Power Point, Office 2003 or higher Preferred graphics format: Each graphic is an individual GIF file

Adobe Acrobat, version 6.0

VI. VI. TRAVEL

The contractor shall anticipate travel to attend two planning conferences with state representatives and up to five (5) trips to provide training to survey coordinators in support of this WA (Task 1 and Task 3) over the duration of the performance period. The travel is anticipated to be to provide technical and logistical support for the conferences and training workshops. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 1 and Task 3.

Conferences will include:

- A 2-day pre-surveying conference with Survey Coordinators at EPA's Chicago Regional Offices to reach agreement on the Survey's design and process; and
- A 1-day mid-surveying conference with Survey Coordinators at EPA Dallas Regional Offices to ascertain and resolve any issues for achieving a successful field surveying effort.

Training workshops will include:

One and one-half sessions with Survey Coordinators at EPA Regional Offices in Philadelphia, Atlanta, Chicago, Dallas and San Francisco.

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

IX. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

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WORK ASSIGNMENT (WA) PERFORMANCE WORK STATEMENT (PWS)

Contract: Cadmus EP-C-15-022 Work Assignment: WA 4-40

Period of Performance: July 1, 2019 to June 30, 2020

Title: Cyber Security Performance Based Training

LOE: 4740 hours

PWS Sections: 2.2, 2.3, 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6

Work Assignment Contracting Officer's Representative (WACOR):

Name: Debbie Newberry

Branch: IO

Division: Water Security Division

Office: Office of Water Phone: 202-564-1415 FAX: 202-566-0055

E-mail: Newberry.Debbie@epa.gov

Mail code: 4608T

Street Address: 1200 Pennsylvania Ave., NW City, State, Zip: Washington, DC 20460

Alternate WACOR:

Name: Dan Schmelling

Branch: IO

Division: Water Security Division

Office: Office of Water Phone: 202-557-0683 FAX: 202-566-0055

E-mail: Schmelling.dan@epa.gov

Mail code: 4608T

Street Address: 1200 Pennsylvania Ave., NW City, State, Zip: Washington, DC 20460

I. PURPOSE:

The purpose of this work assignment is to augment the Environmental Protection Agency's (EPA's) efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as cyber-attacks, and preparedness information, training, and insight will provide support toward improved response to cyber threats and attacks. Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its effort to: enhance and promote cybersecurity for public and private water and wastewater utilities, and states;

and develop electronic presentation performance based best practices training modules of paper guidance and establish a program to work with states, local technical assistance providers, and others promote the use of the modules. The modules will be developed to aid systems in their first steps in cyber security. They should be specifically designed to help medium and small systems and/or non-information technology professionals understand and then move towards a more secure cybersecurity environment.

To achieve this purpose, the contractor shall have access to staff or subcontractors with top secret security clearances, as necessary, with expertise in cybersecurity threats and countermeasures as applicable to the water sector, shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools outlines, and procedures to aid in implementing cyber security best practices including preparing for, responding to and recovering from cyber attacks. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility technical assistance providers to support and promote use of the cyber security practices outlined in the modules. Other requirements related to strategic planning, tracking and measuring progress, mission priorities, and communications may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: providing feedback on the needs of utilities, coordination of the work with the more in-depth tools and trainings offered currently and reviewing information provided for dissemination;
- State and local governments/associations: providing feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security (DHS): the organizers and lead agency for the development of national exercises;
- National Security Agency (NSA), Central Intelligence Agency, and other intelligence organizations: provide different treat matrices to build better educational tools;
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from cyber-attacks, which impact the safety and availability of

our water supply.

II. BACKGROUND:

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or manmade incident.

The process control systems used by water and wastewater utilities are at risk from cyber-attacks. Under Executive Order (EO) 13636 – Improving Critical Infrastructure Cybersecurity, the National Institute of Standards and Technology (NIST) published the Cybersecurity Framework, which provides a methodology for critical infrastructure facilities to enhance their cybersecurity. As the Sector Specific Agency for the water sector, EPA is responsible under EO 13636 for promoting adoption of the Cybersecurity Framework by water and wastewater utilities. Moreover, reducing risk from cyber-attacks is a primary objective of the Water Sector Specific Plan, as issued under the National Infrastructure Protection Plan, and has been identified as a top priority by the Water Sector Coordinating Council.

In October 2018, America's Water Infrastructure Act was enacted. This law requires community water systems serving more than 3,300 people to develop risk and resilience assessments and emergency response plans. Both the assessment and response plan must include cybersecurity. EPA is responsible for ensuring that water systems receive the training they need to comply with these requirements.

III. QUALITY ASSURANCE:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

Along with Task 0, Work Plan, Progress Evaluations, and Monthly Progress Reports, there are 4 tasks described in this work assignment. All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate EPA review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan (WP) that describes how each task will be carried out. The WP shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the WP shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the WP shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Performance based training modules

The contractor shall support the design and development of electronic presentation of a flexible, performance-based cybersecurity training modules of paper guidance to help utilities understand and adopt and exercise cyber security best practices. These training modules should be self-contained modules that utility and state personnel (non-information technology (IT) specialists) can easily understand and use to produce a checklist for their use in defining basic cybersecurity needs for their utility. The modules will be developed to aid systems in their first steps in cyber security. They should be specifically designed to help medium and small systems and/or non-information technology professionals understand and then move towards a more secure cybersecurity environment.

The contractor should use a Design Team to determine the starting point for basic cybersecurity best practices and where and how these training modules fits with existing training modules. The Design Team will be the existing Water Sector Coordinating Council (WSCC) or their designees and should also include EPA regions, and state representation. EPA will choose the design team and the contractor will not be expected to subcontract to anyone on the design team. The training material should assume users have minimal background associated with cybersecurity and should provide basic definitions and descriptions. A minimum of 2 modules shall be developed.

- 1. Implementing cybersecurity best practices at water utilities
- 2. Preparing to respond to and recover from a cyber-attack on water utilities.

The design of the modules should require approximately 1 hour to complete and will produce a checklist for use in next steps.

For the design of these modules, the contractor shall perform the following activities and develop the associated deliverables, as directed:

- 1. Work with EPA to identify Design Team members
- 2. Develop background materials for review by the Design Team
- 3. Provide guidance to the Design Team on training module options
- 4. Facilitate and take notes at Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
 - a. Deliverable: meeting notes for Design Team calls
- 5. Develop training module materials may include information sheets, briefings, timelines, etc
 - a. Deliverable: 2 training modules
 - b. Deliverable: 1 fact sheet
- 6. Bi-weekly meetings with contractor and WACOR to track activity progress
- 7. Periodic collection of key metrics to track progress and effectiveness

Task 2: Cyber Security Outreach and Communications

The contractor shall provide support for the development and implementation of the Cybersecurity Outreach and Communications Strategy. The strategy should include all cybersecurity work EPA is currently undertaking and should also take into consideration the work/outreach water sector associations, state associations, DHS, and EPA is currently undertaking. Specific tasks associated with this activity, as directed by the WACOR, include:

- 1. Development of a draft, interim and final cybersecurity outreach and communications strategy.
- 2. Bi-weekly meetings with contractor and WACOR to track communications strategy and activity progress
- 3. Periodic collection of key metrics to track progress and overall Communications Strategy effectiveness

Meeting and metric information shall be consolidated quarterly (every 3 months) into short, concise summary reports. The ER Team and Division-level communication activities (tasked to Cadmus under a

different work assignment) shall be aligned to eliminate redundancy and maximize effectiveness. No travel is expected for this task.

Task 3: Training

The contractor shall establish a training program for water association personnel, state personnel, utilities, and technical assistance providers. Additionally, the contractor shall establish a program in each state in cooperation with local technical assistance providers to work directly with water systems to provide outreach, communications and training to water utilities. The technical assistance providers will promote the use of the training modules and assist with implementing the action plans produced by the modules. The contractor shall conduct training including train the trainer and webinars.

The contractor shall perform the following activities and develop the associated deliverables, as directed:

- 1. Work with EPA to develop the training program requirements/training plan
 - a. Deliverable: draft training requirements document
 - b. Deliverable: final training plan requirements document
 - c. Deliverable: draft training plan
 - d. Deliverable: final training plan
- 2. Training
 - a. Deliverable: up to 10 in person train the trainer exercises
 - b. Deliverable: up to 10 1-2 hour webinars on the modules
 - c. Deliverable: up to 4 presentation

V. SCHEDULE/DELIVERABLES TABLE

Task	Deliverable	Quantity	Due Date
0	Work plan	1	Per contract
			requirements
0	Monthly progress and	12	Per contract
	financial reports		requirements
1	Design Team meeting	Up to 5-7	NLT one week after
	notes		meeting
2	training modules	2	NLT 1 month after
	×		final Design Team
			meeting
2	Fact sheet	1 2	NLT 2 weeks after
			final training module
			completion
3	Draft cybersecurity	1	NLT 30 days after
	outreach plan		start

3	Interim cybersecurity outreach plan	1	NLT 15 days approval of draft
3	Final cybersecurity outreach plan	1	NLT 15 days after technical direction
4	Draft Training Requirement document	1	NLT 30 days after technical direction
4	Final Training Requirement document	1	NLT 15 days after technical direction
4	Draft Training Plan	1	NLT 30 days after technical direction
4	Final Training Plan	1	NLT 15 days after technical direction
	In Person Trainings/conferences	Up to 14	As established with technical direction
4	Webinars	Up to 10	As established with technical direction

VI. REPORTING REQUIREMENTS

All reporting shall be submitted in accordance with the terms of the contract. This includes, but is not limited to, the following:

Monthly Progress Reports (including a progress evaluation discussion) Financial Reports

VII. TRAVEL

As described in Task 4, up to 14 trips for training or conferences. Up to 2 days for each trip requiring 1 contractor.

VIII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, Acquisition of environmentally preferable meeting and conference services (May 2007), for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

IX. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and may require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

X. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

XI. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

XII. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format: MS Word, 8.0 or higher (Office 2007 or higher)

Preferred presentation format: Power Point, Office 2007 or higher Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

XIII. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

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Project Officer Name Nancy Parrotta				34.700 630	nch/Mail Code:					
				Pho	ne Number: 202	-564-5260				
(Signature) (Date)						FAX	Number:			
Other Agen	ncy Offici	ial Name					Bra	nch/Mail Code:		
							Pho	ne Number:		
		(Signa			(Date	·)	FAX	Number:		
Contracting	Official	Name Cami	lle W. Da	vis			Bra	nch/Mail Code:		
								ne Number: 513		
	-	(Signa	ture)		(Date	1)	— FAX	Number: 513-	487-2115	

PERFORMANCE WORK STATEMENT **Cadmus EP-C-15-022** Work Assignment No. 4-41

I. ADMINISTRATIVE:

A. Title: Support for Six-Year Review 4 and Potential Revisions to MDBP Related Regulations

B. Work Assignment Manager: Alternate Work Assignment Manager:

Ken Rotert Office of Ground Water and Drinking Water (OGWDW) 1200 Pennsylvania Avenue, NW (MC:

4606M)

Washington, DC 20460

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Javier Concha

Office of Ground Water and Drinking

Water (OGWDW)

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concha.javier@epa.gov

PWS Paragraphs: 1.0, 1.6, 7.2, 7.3

LOE: 3976 Hours

C. Quality Assurance:

Task(s) 1-2 in this work assignment require the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task(s) 1-2 of this work assignment. Work on this/these task(s) cannot proceed until the contractor receives notification of the SQAPP approval from the PO via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

D. Background:

The 1996 Amendments to the Safe Drinking Water Act requires EPA to review and revise, as appropriate each National Primary Drinking Water Regulation (NPDWR) no less often than every six years. This is known as the Six-Year Review, and the requirement is contained in Section 1412(b)(9) of SDWA. Any revisions to existing NPDWRs must maintain, or provide for greater, protection of the health of persons. EPA has concluded three rounds of Six-Year Review and is embarking on the fourth round. Excluded from Six-Year Review are NPDWRs that are currently undergoing a regulatory revision or are otherwise part of an Agency action. In the third round of Six-Year Review (SY3) published in January 2017 EPA determined that a group of NPDWRs that are part of the Microbial and Disinfection Byproduct (MDBP) rules are candidates for revision. The rules included in the SY3 determination as candidates for revision are the:

- Surface Water Treatment Rules:
 - Surface Water Treatment Rule (SWTR)
 - Interim Enhanced Surface Water Treatment Rule (IESWTR)
 - Long-Term 1 Enhanced Surface Water Treatment Rule (LT1)
- Disinfection Byproduct Rules
 - Stage 1 Disinfection Byproduct Rule (Stage 1)
 - Stage 2 Disinfection Byproduct Rule (Stage 2)

In addition, EPA is currently undertaking revisions to the Lead and Copper Rule (LCR). Therefore, these NPDWRs are not candidates for revision for the fourth round of Six-Year Review (6Y4).

This work assignment describes work to be conducted by the contractor to support EPA's effort to explore specific revisions to those regulations that were identified as candidates for revision under SY3. Additionally, this work assignment describes work to be conducted by the contractor to support the SY4 effort by EPA, including activities related to data and information collection, extraction, quality assurance and control, manipulation, and instruction on submission.

II. OBJECTIVE:

The contractor shall support EPA in the analysis of potential regulatory and non-regulatory options for addressing contaminants of concern under the MDBP rules. In addition, the contractor shall support EPA in its effort undertaken for the fourth round of Six-Year Review.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Plan Submission

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA.

Deliverables: Work plan, Supplemental Project Specific Quality Assurance Project Plan, monthly progress and financial reports.

Task 1 – Support for the Analysis of Potential Regulatory and Non-Regulatory Options

The contractor shall provide support on the analysis of potential regulatory and non-regulatory options related to the MDBP rules. This support includes literature review, data collection and analysis, summaries, document and presentation development, querying datasets, and risk communication materials as necessary.

Under this task, the contractor shall, as directed by the EPA WACOR through technical direction, support EPA's efforts to consider regulatory and non-regulatory options to address potential public health risks from pathogens and disinfectant byproducts in water used for domestic purposes. Regulatory approaches include those under consideration for revisions to the MDBP rules described in an Agency decision to consider revisions to these rules announced in January 2017 under the Six-Year Review 3. The contractor shall provide support in options development and regulatory impact analyses for potential rule changes to components such as treatment requirements (e.g., disinfectant residuals), sanitary surveys, expansion of regulated disinfectant byproducts and precursor levels, and GWUDI determinations. Non-regulatory options to be considered include guidances, recommendations, best practices, white papers, risk communication materials, and fact sheets to address regulated and emerging contaminants that may be impacted by MDBP rule requirements. Support for stakeholder engagement on the topics under this task will also be included.

Deliverables: draft and final outlines, draft and final documents, literature and data summaries, draft and final presentations, and draft and final datasets.

Task 2 – Support for the Fourth Round of Six-Year Review

The review result to take no action on or revise a regulation for contaminants is in part dependent on the re-evaluation of exposure to such contaminants based on their occurrence, and the ability to reduce public health risks through a Maximum Contaminant Level or Treatment Technique requirement. Compliance monitoring data and treatment technique information are key components in the 6-year review process. Through the Information Collection Requirements (ICR) process the Agency facilitates data sharing from States in order to obtain comprehensive nationally representative occurrence data. Under this work assignment, EPA will obtain the compliance monitoring data and treatment technique information needed from the States under the Six-Year Review 4 ICR.

The contractor shall not start work on this task until the WAM turns on this task.

The contractor shall prepare for data collection and storage of Six-Year Review data collected under the Six-Year Review 4 ICR, ensuring that the data from states is received and stored, assuring quality of the data received including any follow up with states that is necessary. Preparation for data collection includes but is not limited to managing a file transfer protocol site, updating a SDWIS extraction tool (if necessary) and drafting data submission requirements and instructions. Data management includes but is not limited to preliminary review, editing and formatting data collected from the States through the ICR. The contractor should follow process set out in The Data Management and Quality Assurance/Quality Control Process for the Third Six-Year Review Information Collection

Rule Dataset and update that document for Six-Year Review 4. The contractor shall follow procedures for this task as described in EPA Contract EP-C-07-022 WA 5-38 and EPA Contract EP-C-12-023 WA 1-04.

EPA projects that approximately 25-30% of the total LOE will be required to complete this task.

Deliverables: Data extraction tool, data request letter and submission instructions, documented edits or changes made to the raw state monitoring data, formal description of QA/QC process, description of approach of QA/QC process to assess data sets.

Task 3 – Model Development

Under this task the contractor shall complete development of the Water Treatment Plant model and Source Water Assessment Tool. Upon completion the contractor shall refine the model to add current operations functionality for incorporating specific treatment technologies into the model (e.g., PAC).

EPA projects that approximately 5-6% of the total LOE will be required to complete this task.

Deliverables: Draft and Final models, along with documentation.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA						
Task 0: Workp	Task 0: Workplan Submission							
	Workplan, budget, and QA supplemental	According to contract.						
	Monthly progress reports	Monthly						
	Weekly or biweekly telephone and/or e-mail	Weekly or biweekly						
	status reports.							
Task 1: Suppor	t for the analysis of potential regulatory and non-	-regulatory options						
	Draft outline (as needed)	Within one week of						
		receiving technical						
		direction						
	Final outline (as needed)	Within one week of						
		receiving technical						
		direction						
	Draft deliverable (e.g., document, summary,	Within three weeks of						
	presentation, dataset, fact sheets, risk	9						
	communication materials)	direction, or as specified						
		in technical direction.						
	Final deliverable (e.g., document, summary,	Within three weeks of						
	presentation, dataset, fact sheets, risk	receiving technical						
	communication materials)	direction, or as specified						
		in technical direction						
Task 2: Suppo	ort for the fourth round of six-year review							
	Final data extraction tool	4 weeks after written						
		technical direction						

	Draft data request letter and submission instructions	3 weeks after written technical direction			
	Final data request letter and submission instructions	2 weeks after written comments from WAM			
	Final documented edits or changes made to the raw state monitoring data and provide to the WAM with a formal description of QA/QC process performed on data.	2 weeks after written comments from WAM			
	Draft description of approach of QA/QC process to assess data sets to be acquired from States.	2 weeks after written technical direction from the EPA WAM.			
Task 3: Model Development					
	Draft model with added technology specific operations functionality (including documentation)	4 weeks after written technical direction from the EPA WAM.			
	Final model with added technology specific operations functionality (including documentation)	2 weeks after written technical direction from the EPA WAM.			

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

VI. TRAVEL

There is no travel associated with this work assignment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting

Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

United States Environmental Protection Agency Washington, DC 20460 Work Assignment				Work Assignme	ent Nur		ent Number:	
Contract Number	Contract Period 09/	01/0015 +	06/20/2	2020				
Contract Number EP-C-15-022		01/2015 To	06/30/2	2020		25	ent/SF Site Nam	е
Contractor	Base	Option Period Nur	mber 4 Section and par	ragraph of Cor		port	for WSRR	
Cadmus Group LLC, The		194	1.3, 1.	- ·	illact COVV			
Purpose: X Work Assignment		Work Assignment C			Period of Perf	ormance		
Work Assignment A	Amendment	Incremental Funding						
=	<u>-</u>	morementary undire	9		From 07/	01/2	019 To 06	/30/2020
Work Plan Approva	11				,			
Superfund	Acco	ounting and Approp	oriations Data	Į.			Χ	Non-Superfund
SFO (Max 2)	Note: To report additional ac	counting and appropri	ations date use E	EPA Form 190	0-69A.			
I C	propriation Budget Org/Code le (Max 6) (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Do	ollars) (Ce	ents)	Site/Project (Max 8)	Cost Org/Code
1					<u> </u>			
2								
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	Auth	norized Work Assi	gnment Ceilin	g				
Contract Period: 09/01/2015 To 06/30/202 This Action:	Cost/Fee: 2 0			LOE:				-
Total:								-
		rk Plan / Cost Esti	mate Approva					
Contractor WP Dated:	Cost/Fee			LOE:				
Cumulative Approved:	Cost/Fee			LOE:				
Work Assignment Manager Name Will	Bowman				nch/Mail Code:			
<u>Pt</u>			Pho	ne Number: 2	02-5	64-3782		
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P-210			24-700 6500	nch/Mail Code:				
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				FAX	Number:			
Other Agency Official Name				Brar	nch/Mail Code:			
				Pho	ne Number:			
(Signature)	N Dow's	(Date))		Number:			
Contracting Official Name Camille	W. Davis				nch/Mail Code:	LE 2 90		
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PERFORMANCE WORK STATEMENT Cadmus EP-C-15-022 Work Assignment No. 4-42

I. ADMINISTRATIVE:

A. Title: Technical Support for the Water System Restructuring Rule (WSRR)

B. Work Assignment Manager:

Alternate Work Assignment Manager:

Will Bowman
Office of Ground Water and Drinking
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Adrienne Harris
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PWS Paragraphs: 1.1, 1.3, 1.6

C. Quality Assurance

Task 1 will result in the collection of quantitative and qualitative data from 9 state primacy agencies. Tasks 2 through 5 of this Work Assignment will require the use of secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under Tasks 1 through 5. Work on these tasks cannot proceed until the contractor receives notification of the SQAPP approval from the PO via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0 below.

D. Background:

The purpose of this work assignment is to support EPA's action development process (ADP) for a proposed rulemaking mandated under SDWA 1414(h). These regulations will authorize state primacy agencies to mandate consolidation assessments for PWSs which frequently violate health-based standards and are unwilling or unable to take feasible corrective actions to return to compliance, or which have unsuccessfully attempted feasible and affordable actions to return to compliance. The mandatory assessment must be tailored to each water system's size, type and other factors, and cannot be overly burdensome. Additionally, this regulation also must describe how the primacy agency may offer liability protection to a "non-responsible" PWS which, based on a completed, primacy-agency approved consolidation assessment and consolidation plan, undertakes physical, administrative or managerial consolidation with the assessed ("responsible") PWS.

II. OBJECTIVE:

The contractor shall provide technical and logistical support for the development of the proposed Water System Restructuring Rule (WSRR) described in (D.) above by completing six tasks under this work assignment:

- 1. Conducting interviews of staff from 9 state primacy agencies on how they conduct Level 1 and Level 2 assessments, sanitary surveys, or technical-managerial-financial (TMF) assessments, to support the development of cost estimates of mandatory assessments under the proposed WSRR. Following each state interview, the contractor also will provide to the WACOR interview notes which have been edited for clarity.
- 2. Developing a cost methodology for the proposed WSRR which includes interview data from 9 state primacy agencies as well as economic analysis data from the contractor's previous work on the Revised Total Coliform Rule (RTCR) and Interim Enhanced Surface Water Treatment Rule (IESWTR).
- 3. Preparing an economic impact analysis for the proposed rule to help the Agency ensure it meets its requirements under specific Executive Orders or statutes related to rulemaking based on \$100 million and \$25 million thresholds,
- 4. Conduct a "screening analysis" to determine whether the Agency may certify no Significant Impact on Substantial Number of Small Entities (SISNOSE) under the Regulatory Flexibility Act (RFA).
- 5. Conducting Paperwork Reduction Act (PRA) analysis of the change in regulatory reporting burden on primacy agencies and public water systems (PWSs) based on the proposed Water System Restructuring Rule (WSRR), and developing a proposed rule ICR-package for OMB.
- 6. Facilitate a one-day stakeholder meeting with representative national associations (e.g., National Rural Water Association, American Water Works Association) to discuss the rule, and produce a report which summarizes stakeholder's issues and recommendations for the agency.

III. TASK DETAIL:

Task 0 - Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level; and, (c) a list of deliverables,

with due dates and a schedule for deliverables. The work plan shall include the contractor's key assumptions on which the staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor is proposed which is located outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/.

In addition, the contractor shall prepare a Supplemental Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP) noted in (C.) above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of this work assignment. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate quality assurance (QA) section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice, level-of-effort (LOE) and costs broken out by the tasks and subtasks in this work assignment.

Task 0 Deliverables: Work plan, Supplemental Quality Assurance Project Plan (SQAPP), monthly progress reports, and monthly financial reports.

Task 1: Interviews with State Primacy Agencies on Costs of Existing Primacy Agency Water System Assessment Types

For this task, the contractor will interview 9 state primacy agencies (which will be identified by the WACOR in technical direction) which currently conduct a form of water system capacity assessment or evaluation, e.g., a mandatory consolidation study or mandatory technicalmanagerial-financial (TMF) capacity assessment, including whether there is any additional effort for systems repeatedly in violation of national primary drinking water regulations (NPDWRs). The contractor also will interview the state primacy agencies on Level 1 and Level 2 assessments under RTCR, and sanitary surveys. The goal of this task is to obtain quantitative and qualitative information which the contractor will be used in the development of the cost analysis methodology for the proposed Water System Restructuring Rule under Task 2. Based on these interviews, the contractor shall aim to obtain data on costs (in dollars and hours) to primacy agencies and water systems of initiating, developing and completing different kinds of water system assessments. The roles of the contractor for this task shall be to conduct and record the interviews, to take notes during the interview, to submit the questionnaires before the interview, and to develop short interview summaries. The EPA shall arrange the interviews, utilizing its own web platform, and develop the questionnaires for the contractor to use during each interview.

Task 1 Deliverables: Conduct 9 one-hour interviews with state primacy agencies, prepare 1 draft and 1 final interview summary per primacy agency.

Task 2 - Develop a Preliminary and Final Cost Analysis Methodology for the Proposed WSRR

Under this task, the contractor shall develop a methodology for performing a rule cost analysis, using as a reference the EPA's "Guidelines for Preparing Economic Analyses." The contractor's methodology shall include a description of:

- how the contractor will use the data it obtained under Task 1 to estimate costs of the proposed rule's requirements
- how the contractor will incorporate existing economic analysis data on the previously
 estimated costs of Level 1 and Level 2 assessments for the Revised Total Coliform Rule
 (RTCR), and on the estimated costs of sanitary surveys for the Interim Enhanced Surface
 Water Treatment Rule (IESWTR), as a means of estimating the costs of the proposed
 rule's requirements
- how the contractor will estimate the qualitative benefits of a PWS undergoing an assessment of restructuring options
- how the contractor will estimate the costs to primacy agencies and to public water systems (PWSs) most likely to be affected by the proposed rule.

To support the contractor's work under this task, the WACOR will provide the contractor with an initial characterization of the water systems most likely to be affected by the rule, based on Safe Drinking Water Information System (SDWIS) and Drinking Water State Revolving Fund (DWSRF) National Information Management System (NIMS) data. The WACOR also will provide the contractor with: 1) a description of proposed state primacy agency requirements under the proposed rule and 2) a description of the kinds of water system assessment and restructuring plan requirements that the WSRR will include. To complete this task, the contractor shall follow the process outlined below.

- (1) The WACOR will issue written technical direction to the contractor. Upon receipt of the technical direction, the contractor shall produce a short memorandum, including tables, outlining the methodology and the details of the analysis required. The length of the document is expected to be fewer than 10 pages.
- (2) Once the WACOR has reviewed the memorandum, and received any clarifications from the contractor, the WACOR will determine whether to go forward with the proposed methods and data will give written technical direction. The technical direction will include any EPA changes to the contractor's proposed approach.

Task 2 Deliverables: For work planning purposes, a short memorandum, with tables, summarizing the proposed cost methodology for the proposed rule. The contractor should assume three iterations of the cost methodology: 2 drafts and 1 final draft.

Task 3 – Conduct an Analysis of the Economic Impacts of the Proposed WSRR

After the proposed rule language has been developed to the point where the regulatory costs can reasonably be estimated, and after the WACOR has approved the final draft cost methodology under Task 2, the WACOR will provide regulatory language and written technical direction. Upon receipt of the technical direction and regulatory language, the contractor shall utilize the approved methodology to conduct an economic impact analysis to support the rule work group's

deliberations. This analysis will be designed to help the Agency determine the potential economic impacts of the proposed WSRR, including potential burden impacts on the regulated community and state primacy agencies, as well as qualitative benefits, based on the proposed WSRR, and edit and revise the document based on EPA comments. At a minimum, the analysis shall be clearly and logically written, and shall include:

- A brief description of the changes to SDWA 1414(h) under AWIA
- Potential economic impacts of the proposed WSRR on primacy agencies and PWSs
- Cost analysis spreadsheets
- Qualitative benefits of the proposed regulation
- A calculation of the proposed rule's costs, and whether the WSRR will result in a \$100 million impact on the economy and a \$25 million impact on state and local governments.
- A description of the potential qualitative benefits of the WSRR.
- An analysis of the distributive impacts of the proposed rule on a national scale which is designed to help the Agency determine whether the regulatory action will have a disproportionately high and adverse human health or environmental effect on minority populations, low-income populations, and/or indigenous peoples.

Revisions to the analysis might occur based on: the EPA WACOR comments, which will be informed by more recently available information, OW management comments on the proposed regulation, feedback from agency workgroup members or other factors.

All changes will be given to the contractors in the form of written technical direction. Once the WACOR provides revisions and/or comments to the contractor, the contractor shall incorporate the changes into the analysis.

Task 3 Deliverables: For work planning purposes, up to 2 draft cost analysis spreadsheets may be required. The contractor should assume three iterations of each draft document: 2 drafts and 1 final. For the written analysis of economic impacts, the contractor shall assume one set of major revisions to the draft reports based on EPA comment, and one final report.

Task 4: Prepare Regulatory Flexibility Act (RFA) Screening Analysis and Report for the Proposed WSRR

Under this task, the contractor shall prepare, utilizing the methodology developed under Task 2 and the analysis under Task 3, a discrete "screening analysis" meet the requirements of the Regulatory Flexibility Act (RFA). For planning purposes, the contractor shall test the presumption that the proposed WSRR will have no "SISNOSE" (Significant Impact on a Substantial Number of Small Entities). In this document the contractor shall discuss the anticipated economic impacts that the proposed revisions will have on small water systems (serving <10,000 consumers) and describe, based on technical direction from the WACOR, possible variations within the proposed WSRR which achieve the same regulatory outcome while minimizing the potential impact on small water systems. The screening analysis should include the following components:

- Description of the reasons the Agency is conducting an RFA screening analysis and the requirements of such an analysis;
- Description of and, where feasible, an estimate of the number of small entities to which the proposed rule will apply;
- Description of the projected reporting, record keeping, and other compliance requirements of the proposed rule, including an estimate of the small systems which will be subject to the requirements and the type of professional skills necessary for preparation of any reporting or recordkeeping, and;
- Description of any variations to the proposed rule which accomplish the stated objectives of SDWA 1414(h) and which minimize any significant economic impacts of the proposed rule on small water systems.

The screening analysis shall be clear, concise, well-organized, and complete. The final version of shall incorporate all WACOR comments from the draft versions.

Task 4 Deliverables: 2 draft and one final RFA screening analysis document for the proposed WSRR. For planning purposes, the contractor shall estimate the RFA screening analysis will be no more than 40 pages, including tables and appendixes.

Task 5: Conduct Paperwork Reduction Act (PRA) Analysis of the Information Collection, Paperwork, and Recordkeeping Burden under the Proposed WSRR

Under the Paperwork Reduction Act (PRA), 44 U.S.C. chapter 35, the Agency must consider whether a rulemaking (or other actions) will create any additional information collection, paperwork or recordkeeping burdens. These burdens are permissible only if EPA can justify the practical utility of the information for the implementation of the rule. OMB approval will be required of any new requirements for a collection of information imposed on 10 or more persons and a valid OMB control number must be obtained for any covered paperwork.

In performing this task, the contractor shall prepare an ICR package for the proposed rule that conforms to the requirements of the ICR Handbook: EPA's Guide to Writing Information Collection Requests under the Paperwork Reduction Act of 1995, and "ICR Submission Worksheet" provided by the WACOR. The ICR shall include a Supporting Statement that characterizes the estimated burden on water systems and primacy agencies for complying with the proposed WSRR, to include all associated burden. The ICR package will be OMB-ready for EPA to submit to the Office of Management and Budget (OMB). The analysis will include a description of EPA's selected regulatory options, the sources of data and the assumptions used in the analysis, and the cost and burden on water systems and States.

Task 5 Deliverables: For planning purposes the contractor shall assume 2 draft ICR packages and 1 final ICR package for the proposed WSRR.

Task 6 – Stakeholder Meeting Facilitation

Under this Task, the contractor shall facilitate a local one-day meeting with a group of up to 12 stakeholder representatives (to be determined by the COR) to discuss SDWA 1414(h), including associations which represent state and local government agencies, and associations which

represent both large and small water systems. Based on the meeting outcomes, the contractor shall produce a report which summarizes stakeholders' issues and recommendations for the agency with respect to key aspects of rule implementation. There is no travel associated with this task.

Task 6 Deliverables: For planning purposes the contractor shall assume 1 final draft and 1 final report. The report shall not exceed 30 pages in length.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0:	Workplan, budget, and QA supplemental	According to contract.
Workplan		
Submission	Monthly progress and financial reports	Monthly
	Interview summary for each of 9 primacy agencies	7 business days after the completion of each interview (interview dates TBD by WACOR)
Task 1	Interview notes, edited for legibility, for each of 9 primacy agencies	7 business days after the completion of each interview (interview dates TBD by the WACOR)
	Memorandum summarizing contractor's proposed approach to developing cost methodology	1 week after receipt of written technical direction from the WACOR
Task 2	First draft cost methodology	2 weeks after receipt of written WACOR technical direction
	Second draft cost methodology	1 week after WACOR comments on first draft
	Final cost methodology	3 days after receipt of WACOR comments on second draft
	First draft cost analysis spreadsheet	6 weeks after submittal
Task 3		of final cost methodology

	Second draft cost analysis spreadsheet	3 weeks after receipt of WACOR comments on first draft
	Final cost analysis spreadsheet	1 week after receipt of WACOR comments on second draft
	First draft initial written cost analysis	3 weeks after submittal of final cost analysis spreadsheet
	Final cost analysis report	1 after receipt of WACOR comments on first draft
	First Draft RFA screening analysis for Proposed Rule	2 weeks after submittal of final cost analysis report
Task 4	Second Draft RFA screening analysis for Proposed Rule	1 week after receipt of WACOR comments on first draft
	Final RFA screening analysis for Proposed Rule	4 days after receipt of WACOR comments on second draft
	First Draft ICR package for Proposed Rule	3 weeks after receipt of proposed rule language from the WACOR
Task 5	Second Draft ICR package for Proposed Rule	2 weeks after receipt of comments on first draft
	Final OMB-ready ICR package for Proposed Rule	1 week after receipt of comments on second draft
	Facilitation of Stakeholder Meeting	Meeting Date TBD by WACOR
Took 6	Draft Stakeholder Meeting Report	10 days after conclusion of the meeting
Task 6	Final Stakeholder Meeting Report	7 days after receipt of comments from the WACOR on the draft report

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and §

1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 6.0

VI. TRAVEL

There is no travel associated with this work assignment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

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PERFORMANCE WORK STATEMENT EP-C-15-022

Work Assignment No. 4-48 Period of Performance: 7/1/19 – 6/30/20

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development

B. Contract Level PWS Sections: 3.2, 3.3

C. LOE: 3150

D. Work Assignment Contracting Officer's Representative (WACOR):

Adrienne Harris US EPA OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 250-8793

E-mail: harris.adrienne@epa.gov

Alternate WACOR:

Matthew Reed US EPA OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 564-4719

E-mail: reed.matthew@epa.gov

E. Quality Assurance:

Task 1 in this work assignment requires quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plans (SQAPP) completed under task 1 of WA 3-48, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. Background:

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Complying with Environmental Protection Agency (EPA) regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted

support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

In August 2018, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Indianapolis, Indiana. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. The 2018 Workshop also for the first time EPA held a day-long tribal system capacity focused meeting. There was strong agreement among workshop participants that close communication and collaboration among the state/tribal programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010, 2013 and 2015 and in the State-EPA "Re-Energizing" workgroups for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication within the state and tribal drinking water programs and to develop and share informational products and tools that assist states and tribes in administering the Safe Drinking Water Act as it applies to small drinking water systems. In support of capacity development and operator certification collaboration, tribal workforce needs and asset management, State-EPA-TA workgroups were formed. Contractor support is needed in support of these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical and notetaking support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract. No IT development will be done under this contract.

Water system partnerships can be a tool for water systems to increase TMF capacity. EPA is also seeking contractor support for EPA's development of educational materials for state drinking water staff and water system personnel on implementing water system partnerships. The support will include planning support for a pilot workshop for the Partnerships Toolbox Training.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved state operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 -

2003 Office of Water (OW) Tribal strategy "Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership". The goal stated, "By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator". As a result, the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

In 2018, Congress passed the American Water Infrastructure Act. The Act amends the SDWA requiring states to amend capacity development strategies and require a report to Congress on small system noncompliance. Contractor support is needed to conduct basic investigation, research and analysis, provide logistical and notetaking support for teleconferences and webinars, assist with document preparation, and provide technical support for reporting and analysis.

II. OBJECTIVE:

The contractor shall provide support for state-EPA collaboration to address the needs of small and/or tribal drinking water systems and system operators. The support provided by the contractor shall help EPA better understand and provide the direct resources and tools needed to help systems attain and/or maintain sustainability.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 3-48. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 1 of WA 3-48. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment

Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new or SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background research, preparation of documents, and support for meetings.

Subtask 1.1: Background research – As specified by written technical direction, the contractor shall conduct research in specific topic areas such as historical implementation and outcomes of capacity development and operator certification programs, sustainable management practices, program collaboration, water system partnership development, workforce and other small system related issues to support the implementation of these programs. Sources can include states, industry, technical assistance providers and other stakeholders. Additional support will be provided to any workgroup to implement these programs. These include asset management, capacity development training, operator certification, and building partnerships. Support will be in the form of materials as needed for meetings, document development, and notes during monthly calls as needed. The contractor shall additionally contact appropriate sources to confirm factual information contained in proposed EPA documents and fact sheets, such as descriptions of state programs and best practices, for example.

Subtask 1.2: Preparation of documents – The contractor shall support EPA's development of documents, fact sheets and other informational materials related to the implementation of the Capacity Development and Operator Certification programs, including partnership development, energy and water efficiency, workforce development, asset management and workgroup support. Possible products include but are not limited to: guidance for how to use SRF funds for partnership activities; compilation of state asset management initiatives; funding coordination partnership case studies and SDWA compliance and sustainability activities. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

Subtask 1.3: Support for meetings – The contractor shall provide logistical and technical support for the team meetings and workgroups through webinar logistical

support and other activities as specified through written technical direction.

Subtask 1.4: Planning support for National Workshop – No work will be performed under this task.

Subtask 1.5: Document Outreach – The contractor shall support EPA's outreach of documents, fact sheets and other informational materials related to the sustainability of drinking water systems. Possible tasks include but are not limited to: factsheets summarizing previously developed tools; facilitation and development of marketing strategy to target audiences, and indexing of case studies and other best practices. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

Task 2: Capacity Development Program Tracking Tool (CD Tracker) Support

The contractor shall provide technical support for the usage of the CD Tracker MS Access database tool, including any "bug fixes" or enhancements required to address unforeseen deficiencies in the tool. The contractor shall process the data provided by the EPA Regional Capacity Development Coordinators and coordinate with them to address any deficiencies or errors in the submitted data, such as deleted fields, information entered in the wrong fields, missing data and other issues.

Task 3: Supporting Tribes and water systems in implementing the Revised Total Coliform Rule

No work will be performed under this task.

Task 4: National Tribal Operator Certification Program Support

The contractor shall support the certifying of drinking water personnel in Indian Country as a Very Small Water System Operator, Class I-IV Water Treatment Operator and/or a Class I-IV Water Distribution Operator provided certain education, experience and examination requirements are met and exams are passed. This includes providing EPA HQ a list of the operators that are renewed and newly certified quarterly, with geographic information.

Subtask 4.1: Conducting Examinations

The contractor shall prepare exams, using questions from an existing question bank, that demonstrate that the operator has the necessary knowledge, skills, ability, and judgment as appropriate for their treatment system or distribution system classification level (See Operator Certification Program Final Guidelines at

https://www.epa.gov/tribaldrinkingwater. The contractor shall provide a process for administering computer-based certification examinations by which operators can take the certification exams and receive their score (paper based exams can be used if approved by the COR). The contractor shall provide trained, experienced staff to administer all examinations.

Examinations shall be administered in each region from which qualified applicants apply. Exams must be taken in order sequentially (i.e., class I must be taken before class II) and

scored according to the cut score set by the EPA. The contractor shall utilize existing testing site locations that are accessible to tribal operators in each participating EPA regions and shall also provide test site locations on tribal lands by utilizing mobile testing units in order to accommodate tribal operators with limited ability to travel. Test site locations shall be selected in order to accommodate the greatest number of operators per exam as identified in Subtask 4.3

The contractor shall provide a list of each exam participant's score and quarterly diagnostic exam reports by Region. EPA will design, issue, print and mail certificates to tribal operators who pass the certification exam. The contractor shall plan on approximately 2 exams being administered.

Deliverables: Computerized exam and testing in each region from which qualified applicants apply; Exam participant's score (within 30 days after each exam); Quarterly Diagnostic Reports

Subtask 4.2: MS Excel Electronic Tracking System Hosting and Maintenance

The contractor shall develop and maintain an MS Excel electronic reporting system to track, at a minimum: operators' applications for certification (PWSID#, name of PWS, tribe, and name of operator); eligibility determination; exam administration date, location and score; and operator certification level and status in each EPA region. The contractor shall provide quarterly updates of information contained in the tracking system via its server. The contractor shall be responsible for hosting and maintaining this electronic tracking system. The contractor shall plan on approximately 6 operators being tracked.

The contractor shall provide an annual synopsis of completed tasks as outlined in the template spreadsheet developed during the previous option year. The contractor shall complete the sheet "Operator Totals" to include: operator name and region, application date, test date, passing status, remote testing center location, and type of exam – new certification or recertification. The contractor shall also complete the sheet "Program Costs" to include: total number of exams administered, cost per exam, total cost, tracking cost per unit, tracking cost total, total cost of renewals and total cost of recertifications.

Deliverables: Quarterly information updates and Tracking System Hosting and Maintenance; Annual synopsis of completed tasks

Subtask 4.3: Certification Application Processing

The contractor shall receive and process all applications from operators seeking certification and recertification under the EPA Tribal Drinking Water Operator Certification Program. The contractor shall use previously developed eligibility criteria consistent with the Operator Certification Program Final Guidelines (http://www.epa.gov/safewater/tribal.html) to review applications and supporting materials to determine their completeness. Applications must contain information on the operators' education, training history, experience, and other qualifications as directed by EPA to be sufficient for EPA to make a determination of examination eligibility for each

individual. Operators seeking re-certification will submit the initial certification application along with the required materials and information. EPA will make the final determination of certification eligibility.

The contractor shall provide to each EPA Region through the electronic tracking sheet hosted by the contractor under Subtask 4.2 a compiled list of: operators' education, training history, experience, and other qualifications, testing location preferences, EPA region where tribe is located, and shall provide a recommendation of certification eligibility for each applicant.

EPA will make the final determination and provide the final list of eligible operators to the contractor within 14 days of receipt. The contractor shall not retain the applications and supporting documents, but shall forward all applications received to EPA for file maintenance and storage.

As the certification authority, EPA will make and therefore will assume all liability for (1) standard setting decisions and (2) certification program decisions related to the granting and denial of certification, including but not limited to matters relating to relicensure, disciplinary actions, and appeals. EPA shall hold itself out as the certification authority on any-and-all printed and electronic materials relating to the program. The following language shall appear on any certificates issued by EPA: "EPA has the exclusive authority to offer, grant, deny and/or revoke certification and/or renewals of certification."

Deliverables: Application Processing; Operator certification and continuing education tracking database; Annual synopsis of examinations

Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.

No work will be performed under this task.

Task 6: Sustainable Systems Tribal Case Studies

No work will be performed under this task.

Task 7: CUPSS Technical Support

The contractor shall provide a CUPSS expert to provide question and answer and troubleshooting support on technical questions pertaining to CUPSS software during the period of performance. This shall be both email and phone-based technical support to toll users on an as-needed basis as identified by EPA. The contractor shall plan on approximately 10 questions per month with the potential for multiple back and forth telephone and/or email communication for a single initial question. The contractor shall contact the CUPSS user no later than 48 hours after receiving request for technical support. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract. No IT development will be done under this contract.

Task 8: Sustainable Systems Online Self-Paced Trainings

The contractor shall support EPA's development of self-paced online/interactive trainings for the Drinking Water Training System covering sustainable system topics including capacity development, operator certification, asset management, partnership development and etc. The contractor shall work with EPA to revise previously developed webinar training materials to be used for online self-paced training. The training will be for EPA and state personnel and water system personnel. The intent is to provide a better understanding of capacity development and operator certification programs including asset management and partnership development. The contractor should anticipate approximately 2 PowerPoint based trainings, submitting a draft and final for each training to the EPA WACOR. The contractor shall prepare the formatting and layout of the PowerPoint trainings and assure conformance with Agency standards such as Section 508 compliance. Upon written technical direction, the contractor shall revise previously developed webinar training materials (provided by the EPA WACOR) for inclusion in the Drinking Water Training System.

Task 9: Water Systems Partnerships Educational Materials

The contractor shall support EPA's development of educational materials for state drinking water staff and water system personnel on implementing water system partnerships. Possible educational materials include but are not limited to: interactive flowchart of actions to undertake partnerships, webpage design mock-ups, partnership contract best practices, updates to EPA document EPA 570/9-83-006, directory of water systems partnership contacts available to provide assistance, train-the-trainer materials and etc. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

Subtask 9.1: Planning support for Partnerships Training Toolbox Pilot Workshop — The contractor shall support one Partnerships Training Toolbox Pilot Workshop to be held for 1-day in a location to be determined. The contractor will procure a meeting space, large enough to accommodate around 40 attendees. The contractor shall participate in up to 6 planning conference calls (not to exceed 2 hours) and serve as note-taker.

In addition, the contractor shall provide professionals with expertise in Water System Partnerships to assist in facilitating and moderating the Workshop, as well as to assist in taking notes and developing after-workshop documents summarizing the discussions, outcomes and next steps.

The day of the event, the contractor will coordinate logistics with the meeting space provider to ensure required Av equipment and meeting room set-up. shall provide a note-taker and junior-level expert to provide on-site support at the Training Toolbox Pilot Workshop in TBD. The contractor shall plan on a 3-day travel. The contractor shall provide other planning support for the National Workshop as specified through written technical direction by the WACOR.

EPA has determined that the total cost (Contract support and Government expenditures) of "conference-related activities" will not exceed the agency threshold of \$20,000 for such activities. The contractor shall track and report these costs in accordance with EPA's Conference and Spending Guide.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan Submission	
	Work Plan, Budget and QA supplemental	Per contract requirements
	Monthly Progress and Financial reports	Monthly
1.0	Implementation Support for the Capacity Development & Operator Certification Programs	Per written technical
	Preparation of notes and narrative regarding research topics and issues requested for program support	direction by WA COR
	Final formatting of documents (including compliance with Section 508 requirements (See: http://www.section508.gov/)	Per written technical direction by WA COR
	Outreach materials draft	Per written technical direction by WA COR
	Final outreach materials	Within 2 weeks of receiving comments by WA COR
2.0	Capacity Development Program Tracking Tool (CD Tracker)	
	Making "de-bugging" corrections or enhancements to the CD Tracker database tool	Per written technical direction by WA COR
	Processing and correcting data submitted by Regional coordinators for entry into CD Tracker database tool	
	FY19 and earlier data	Per written technical direction by WA COR
3.0	Supporting Tribes and water systems in implementing the Revised Total Coliform Rule	No work will be performed during this option year.
4.0	National Tribal Operator Certification Program Support	

4		
	Provide computerized exam and testing	Per written technical direction by WA COR
	Provide results of exams	Within 30 days after each exam
	Diagnostic reports	Quarterly
	Bragnostie reports	Monthly
	Updates and FTP Tracking System Maintenance	
	Review of applications	Per written technical direction by WA COR
		June 15, 2019
	Annual Synopsis	Per written technical direction by WA COR
	Exam Schedule	
5.0	Develop documents to assist in the Capacity Development of Water Reuse Facilities	No work will be performed during this option year.
6.0	Best Practices Case Studies Preparation	No work will be performed during this option year.
7.0	CUPSS Technical Support	Within 48 hours after
	Provide question and answer support to CUPSS users	receiving request
8.0	Sustainable Systems Online Self-Paced Trainings	
	Draft training module	Per written technical direction by WA COR
	Final training module	Within two weeks of receiving comments from WA COR
9.0	Water Systems Partnerships Educational Materials	
	Draft Education material	Per written technical direction by WA COR
	Final Education material	Within two weeks of receiving comments

	on draft document from WA COR
Procure meeting space	July 31, 2019
Draft meeting report	Within 7 days of meeting
Finalize meeting report	Within 7 days of receiving EPA comments

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: http://www.section508.gov/

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation	MS Power Point 2013 (Office 365 Version 15)
format:	
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

VI. TRAVEL

The contractor shall provide a note-taker and junior-level expert to provide on-site support at the Partnerships Training Toolbox Pilot Workshop (Task 9). The contractor shall plan on a 3-day travel.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall

refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual, such as the WA COR or Alt. WA COR, is permitted to provide technical direction. Technical direction must be within scope of the PWS of the work assignment and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.